

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH**

**Patients' Rights Office  
550 South Vermont Avenue, Los Angeles, CA 90020**

**VACANCY ANNOUNCEMENT**

**THIS IS NOT AN OFFICIAL EXAMINATION-  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**Health Program Analyst I**

The Patients' Rights Office is recruiting to fill a Health Program Analyst I position. The person selected for this position will be located at 550 South Vermont.

**EXAMPLE OF DUTIES:**

- Represent mental health clients at "Certification Review and Riese Medication Capacity Hearings."
- Investigate complaints of patients, relatives or professional personnel concerning patients' rights denials or abuse and take appropriate action.
- Ensure that statutes and regulations are observed in all facilities and agencies where mental health clients receive services.
- Investigate and resolve consumer complaints involving residential care settings such as licensed and unlicensed board and care facilities, sober and independent living facilities, transitional living programs and shelters and write reports.
- Make referrals to and collaborate work with other regulatory and legal organizations, such as Community Care Licensing, the Ombudsman, Adult Protective Services and mental health providers for the resolution of residential care complaints.
- Serve as "Officer of the Day" answering calls and responding to inquiries from mental health consumers and their families, mental health providers and the public.
- Participate in site reviews to monitor compliance with LPS regulations, DMH policies and procedures and WIC statutes and regulations and complete detailed monitoring reports.
- Drive extensively throughout Los Angeles County.

**DESIRABLE QUALIFICATIONS:**

- One year experience providing advocacy and resources to inmates who are mentally ill and incarcerated
- One year experience participating in focus groups/meetings regarding client services, quality of care and continuity of care issues upon reintegration in the community upon discharge from custodial care institutions
- One year experience advocating with other agencies including Community Care Licensing, Adult Protective Services, Law Enforcement and administrators of adult residential facilities and other housing providers in an effort to provide safe housing for mental health consumers
- Strong time management and organizational skills
- Excellent written and oral communication skills
- Flexibility in accommodating fluctuating schedules

Qualified individuals holding title to the above position should **fax or email** their resume, last two (2) years master time records, and last two (2) Performance Evaluations to Valerie Johnson on or before **June 7, 2013**.

**For additional information, please contact Valerie Johnson at 213-738-3714 or 213-365-2481 (Fax).**

**AN EQUAL OPPORTUNITY EMPLOYER**